

Missional Resource Manager Position Description
Presbytery of the Cascades

- Title:** **Missional Resource Manager**
- Position:** Appointed Staff - appointed by the Personnel & Administration Committee of the Presbytery of the Cascades.
- Type:** Regular Employee
- Status:** This position is Full-time, Exempt, and Grade 5
- Purpose:** In alignment with the Mission and Vision of the Presbytery of the Cascades (POTC), the Missional Resource Manager (MRM) is responsible for the business, finances, property management and property development aspects of the POTC. This is done in close collaboration with the Board of Trustees (BOT), Treasurer, other Presbytery staff, leaders and volunteers. The MRM is responsible to provide appropriate information and staff support to facilitate the functioning of Presbytery and its constituent bodies and officers and assures timely and accurate financial reporting.

Committees and Positions Supported:

- Board of Trustees
- Budget and Finance Committee
- Contract & Loan Committee
- Investment Committee
- Property Committee
- Treasurer
- Various committees and commissions as required

Position's Responsibilities:

- I. Serves as the primary representative for the POTC regarding property development and property management to meet and advance the Mission and Vision; including, but not limited to:
 - A. Facilitating creative and strategic use of POTC properties following Administrative Commissions and in conjunction with the Stated Clerk, BOT and New Ministries Team (NMT)
 - B. Working with the BOT to oversee property within the Presbytery
 - C. Works with BOT and New Ministries Team (NMT) to efficiently assess potential facility use options to advance emerging ministries and fulfill presbytery's mission
 - D. Researching, facilitating and documenting leases and sales under the direction of the BOT

- E. Ensuring appropriate representation of POTC on approved long-term property/ project development initiatives in conjunction with community partners; including development of POTC members contributing to and/or leading these initiatives.
 - F. Establishing an efficient, replicable process for the POTC to employ when considering vacant property usage/development in support of the POTC Mission and Vision.
 - G. Responsible for routine and urgent facility maintenance for properties under POTC management, including intermittent property inspection.
- II. Responsible for all POTC financial assets, contributing to the strategic use thereof. Works in conjunction with BOT to identify and implement investment decisions to maximize return on investment within approved risk parameters.
 - III. Responsible for budget development, administration and monitoring, including all income and expenditures. Assures that reports are accurate and timely, keeping the POTC appraised of income to expense variance.
 - IV. Supports the work of the BOT, facilitating improved efficiency, increased communication and, when indicated, suggesting structural/process changes and improvements.
 - V. Supports the work of the BOT with congregations.
 - A. Responsible for loan administration, working with churches on loan applications and assuring their compliance with the terms of approved loans.
 - B. Guides, communicates, and maintains accurate records of steps completed in capital projects from initial requests for information through approvals and to completion.
 - C. Coordinates all record-keeping related to capital projects, leases, loans and grants.
 - VI. Serves as primary staff to the BOT, Treasurer and their subcommittees; ensuring the maintenance and preparation of committee materials and needed reports to guide strategic work.
 - VII. Marshalls appropriate resources to initiate/complete forecasting work on identified POTC properties and serves as the communication bridge within the POTC on these matters.
 - VIII. Represents the POTC in its relationships with banks, the selected auditor, investment firms, and the PCUSA Foundation.
 - IX. Represents the POTC on grant applications and is responsible to assure compliance with all restricted funds.
 - X. Works with Treasurer and Bookkeeper to ensure that adequate preparation has been made for annual audits and that the audits will run efficiently.

Skills, Knowledge and Abilities:

- I. The person should demonstrate the following attitudes and commitments:
 - Strong demonstration of business acumen, cultural competence and strategic/adaptive thinking
 - Demonstrated ability to inspire others toward unexpected, positive outcomes
 - Ability to function within a Christian environment with commensurate values and interpersonal relationships.
 - Ability to function effectively within a not-for-profit organization that is primarily volunteer oriented.
 - Appreciation and support for the Presbyterian Church (USA).
 - Compassion for people.
 - Willingness to participate on a staff team.

- II. The person should demonstrate the following skills and experiences:
 - Completion of a college or university degree preferred and five (5) years experience in progressive leadership positions.
 - Experience managing corporate finances, Certified Management Accountant (CMA) or Certified Public Accountant (CPA) preferred
 - Understanding of real estate use laws and possibilities, Realtor or general contractor experience preferred
 - Demonstrated project management experience and success
 - Experience with not-for-profit organization(s), grant writing, property development, property management preferred
 - Familiar with applicable computer software packages (Quickbooks, etc.)
 - Ability to prepare accurate and timely special and regular reports
 - Effective verbal and written communication skills.
 - Ability to work with people in collaborative fashion to accomplish needed tasks.

Relationships & Accountability:

Reports to: The Missional Resource Manager is accountable to the Presbyter for Vision & Mission, as immediate supervisor, the Personnel & Administration Committee of the Presbytery

Supervises: The Missional Resource Manager supervises the Bookkeeper.

All employment positions in the Presbytery are subject to the Presbytery of the Cascades Employment Policies & Procedures.

Evaluation:

There is an annual evaluation of performance in accordance with the Presbytery personnel policies.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly requested to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer and other office equipment. Talking and hearing are necessary when utilizing the phone for customer service and for presentations during meetings. Lifting up to 15 lbs. may be needed lifting file boxes and supplies.

Approved: May 2022

It is the policy of the Presbyterian Church (U.S.A.) to provide equal employment opportunity/affirmative action for all qualified persons; to prohibit discrimination in employment based upon race/ethnicity, color, national origin, gender, age (40 and over), marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation (except where religious affiliation is a bona fide occupational qualification), or any other characteristic protected by law; and to correct any existent patterns of discrimination. The realization of inclusiveness in employment is promoted through positive, results-oriented, equal employment opportunity and affirmative action practices.